

APPENDIX B
**SPRINGFIELD R-12 SCHOOL DISTRICT
AUTHORIZATION TO COLLECT FOR UNAUTHORIZED
PURCHASING CARD CHARGES**

I, _____, understand that I have been issued a purchasing card for business use pursuant to the Springfield R-12 School District Purchasing Card Procedures.

Should I make purchases that are not in compliance with the Springfield R-12 School District Procurement Card Procedures, I will be personally responsible for the charges. The following are examples of Procurement Card Violations that could result in an automatic payroll deduction. This list is not intended to be all inclusive.

- Any personal charges
- Missing itemized vendor receipt – itemized vendor receipts are required for all transactions
- Receipts containing sales tax – the District does not pay Missouri state sales tax – (tax for meal charges are acceptable)
- Meal purchases to the extent that they violate the guidelines established in the Staff and Board Member Travel Procedures document

The cardholder will have ten (10) business days from the date of notification to correct the violation. If, after ten (10) business days the violation remains uncorrected, a payroll deduction will automatically occur.

Automatic payroll deductions can be avoided by rectifying the P-Card Violations as follows:

- Receive a vendor credit for personal charges
- Obtain an itemized vendor receipt
- Receive a vendor credit or have sales tax removed
- Making payment to District using personal funds

By signing below, this verifies that I understand Springfield R-12 School Districts' Procurement Card Procedures listed above. I understand that I have 10 business days, after notification, to rectify the violation or make personal reimbursement to the District by check. If, after 10 business days, the violation has not been corrected, I authorize any and all payments for non-compliant P-Card charges to be deducted from any and all of my wages or other compensation, to the maximum extent permitted by law, in addition to any other action that Springfield R- 12 School District may determine appropriate, up to and including termination.

I understand that by not signing this form, I will not be issued a purchasing card.

Employee Signature

Date

Employee ID #